



## JOB DESCRIPTION

---

**JOB TITLE:** Groundskeeper

**DEPARTMENT:** Public Works Department

**REPORTS TO:** Maintenance Supervisor

**DATE:** June, 2009

**EMPLOYEE UNIT:** AFSCME

**Supersedes:** September, 2006

**FLSA EXEMPT:** No

---

**JOB SUMMARY:** Under direct supervision of the Maintenance Supervisor, performs a variety of entry level laboring work in the maintenance of parks, park structures, street medians, other public areas, and related facilities; performs related work as required.

**CLASS CHARACTERISTICS:** The Groundskeeper is an entry level class in the maintenance series. This class provides individuals with an aptitude for park maintenance work, good physical condition and a willingness to learn with the opportunity to obtain skills in a variety of park maintenance areas. This class is distinguished from the Maintenance Worker job series in that the emphasis of the job duties are on park mowing and other park maintenance duties.

The City of Morgan Hill is an AFSCME agency shop. Members of this class must either join AFSCME or pay an agency fee in lieu of membership.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties are performed personally, in cooperation with Senior Maintenance Workers and the Maintenance Supervisor, and/or in coordination with other City staff and community groups. Additional duties may be assigned.

1. Perform a variety of entry level work to maintain parks, athletic fields, play facilities, medians, trees, and varied landscaped areas around City buildings.
2. Operate power equipment and hand tools, including power mower, edger, trimmer, blower, chain saw, hedger, and other equipment to perform various park maintenance duties.
3. Mow grass at City parks and other public facilities such as City Hall.
4. Remove weeds from parks and other landscaped areas.
5. Trim and edge grass at City parks.
6. Prepare and treat soil for planting.

7. Maintain street medians including planting, weeding, and removing trash.
8. Remove debris and litter from street right-of-ways, parks, street medians and other areas adjacent to City facilities.
9. Prepare athletic fields for organized use.
10. Clean restrooms and replenish paper dispensers and other supplies as needed.
11. Maintain and repair play structures, restrooms and other facilities associated with parks.
12. Trim trees, prune shrubs and annual plantings, mow turfs, sweep walkways and leave park and play areas in a clean and orderly condition.
13. Install landscape and upgrade existing planted areas.
14. Water and fertilize planted areas.
15. Spray weeds.
16. Answer inquiries from citizens regarding work performed.
17. Maintain accurate records of work performed.
18. Make minor repairs and adjustments to tools and equipment used.
19. Assist with street and utility maintenance functions in emergency situations.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education & Experience:**

1. Graduation from high school or equivalent.
2. Prior work experience in landscaping and/or park maintenance desired, but not required.

**Licenses & Certificates:**

1. Possess a valid California Class C driver's license (or the ability to obtain one prior to appointment) in compliance with adopted City driving standards.

**Other Requirements:**

1. Must be willing to work out of doors in various weather conditions.
2. Must be willing to work weekends and holidays as needed
3. Work extended hours as required and to respond from home to the Public Works Corporation Yard within 30 minutes when assigned to stand-by duty.

4. Respond to emergencies on a 24-hour stand-by basis.
5. Must be physically capable of performing heavy physical labor, including lifting materials and equipment weighing up to 50 pounds.

**Knowledge of:**

1. Use and care of common hand tools.
2. Safety practices pertaining to the work.
3. Basic shop arithmetic.
4. Basic street and park maintenance practices and methods.

**Skill in:**

1. Following oral and written instructions.
2. Dealing tactfully and effectively with the public.
3. Providing outstanding customer satisfaction (internally and externally).

**Ability to:**

1. Perform physical labor and operate tools and machinery.
2. Perform duties using various types of personal protective equipment.
3. Perform a variety of park and street maintenance work, including operating various types of equipment.
4. Establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL DEMANDS:** Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must regularly lift and/or move up to 50 pounds of equipment over rough outdoor terrain. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

**WORK ENVIRONMENT:** Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 5% indoors and 95% outdoors; travel is required.
2. The work environment indoors is usually in a temperature-controlled office.
3. While performing the duties of this job outdoors, the employee often works in varying weather conditions, visiting developed and undeveloped sites in various stages of construction.
4. Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises including but not limited to outdoor construction equipment.